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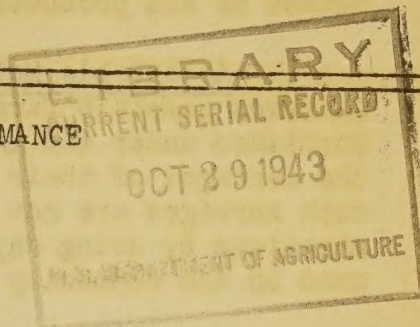
UNITED STATES DEPARTMENT OF AGRICULTURE  
AGRICULTURAL ADJUSTMENT AGENCY  
North Central Division

INSTRUCTIONS FOR DETERMINING PERFORMANCE  
UNDER THE 1943 FARM PROGRAM

PART I - GENERAL INSTRUCTIONS

A. General Plan for Determining Performance. - Performance under the 1943 Farm Program will be determined in the following manner:

1. Farm operators will be responsible for determining the acreages of their crops; the extent of the production practices carried out on their farms, and the shares of each person on the farm in the crops and practices. The county office will advise farm operators of this responsibility and of the crops for which acreages are to be reported prior to the time this information is to be reported.
2. Farm operators will furnish this information personally to their community committeeman and will certify to the correctness of this information on the performance report. This may be done at community meetings held for that purpose, at the community committeeman's home, or any other place which is mutually agreeable to the farm operators and the community committeeman.
3. The community committeeman will record the information reported to him by the farmers on Form ACP-137, Performance Report. Performance reports will be partly prepared in the county office and furnished to the community committeeman together with farm maps, farm plans, and other material which may be needed in completing the report.
4. After the community committeeman has satisfied himself that the farm operator has used acceptable methods in the determination of acreages and the extent of practices, and that the information reported is accurate and complete, he will approve the performance report and forward it to the county office with the farm map and other related material.
5. The county committee will supervise the performance work to the extent necessary to determine that the work is being done in an acceptable manner. This supervision may include the spot checking of some farms, if necessary.
6. The state committee, through the use of farmer fieldmen or reviewers, will review a sufficient amount of the work in each county to determine whether the work is being done satisfactorily and in a uniform manner throughout the State.





B. Crops and Practices to be Reported. - The names, descriptions, and acreages of all crops and land uses on the farm; and the names, descriptions, and extent of all production practices carried out on the farm, are to be reported.

C. Acceptable Methods of Determining Acreages and Extent of Practices. - Wherever possible farm operators should use official acreages which have been furnished under the AAA program on farm maps, or other forms, in determining the acreages of their crops and the extent of their production practices. If such acreages are not available, farm operators may make the necessary determinations by using any other reasonably accurate method which is commonly used in the community in determining acreages or amounts.

The farmer will report to his community committeeman the acreage of each crop on his farm and the acreage or extent of each production practice carried out. He will not be required to report the measurements from which he determined acreages. If the farmer cannot determine the acreage of certain fields, he may furnish the community committeeman with linear measurements or points which can be identified on the photograph, and from which the acreage can be computed in the county office.

## PART II - INSTRUCTIONS TO COMMUNITY COMMITTEEMEN

A. Forms to be Used. - The county office will furnish community committeemen with Forms ACP-137, Performance Report; farm maps; farm plans, and other material which may be needed in completing the reports. Forms ACP-137 will have been partly prepared for most farms which are to be checked. Blank forms will be provided for use in connection with other farms for which the community committeemen find it necessary to report performance, because the farm will be involved in a multiple application or for other reasons.

Partly prepared forms SB-702, Farming Unit Report, will be furnished for sugar beet farms, and shall be filled out in accordance with applicable instructions.

B. Entries to be made on Form ACP-137. - All entries made by community committeemen on performance reports should be in black pencil or ink. All corrections of entries made in the county office shall be made by drawing a light line through the incorrect entry and entering the correct entry above or beside the incorrect entry. Each such correction shall be initialed by the community committeeman. Entries shall be made in accordance with the following instructions:

Section I. - The names and addresses of the persons sharing in corn, wheat, cotton, tobacco, truck crops, or Irish potatoes, or in the production practices, shall be entered in column (A); and their relationship to the farm shall be entered in column (B). The relationship to the farm may be shown by such abbreviations as "L" for landlord; "T" for tenant; "CT" for cash tenant, and "SC" for sharecropper. Any corrections in the names, addresses and relationships as entered in the county office should be made as indicated above.



The share of each person in the corn (in the commercial corn area) on the farm should be entered in column (C) opposite his name if he has the same share in all fields of corn on the farm. If he does not have the same share in the fields of corn, no entry should be made in column (c). For example: if there are two fields of corn and the tenant gets half of the corn in both fields, 50 percent would be entered in column (C) opposite his name. If the tenant got half of the corn in one field and all of the corn in the other field, no entry should be made in column (C) opposite his name.

The shares for wheat, cotton, tobacco, truck crops, or Irish potatoes, should be entered in the same manner as for corn. For any of these crops other than wheat, the name of the crop shall be entered in the heading of column (E) or column (F).

The shares for other crops should not be shown.

The shares in the production practices shall be entered in the same manner as for corn. If two or more persons contributed to the cost of a practice, they shall be deemed to have equal shares in the practice unless it is established to the satisfaction of the county committee that their shares are not in equal proportions.

If only one person shares in the crops and practices to be reported, "All" or "100%" may be written across columns (C) to (G). If two persons share equally in all of the crops and practices, "50%" may be written across columns (C) to (G) opposite such person's name.

Section II. - Entries for all crops, land uses, and production practices on the farm shall be made in Section II. Entries for shares in crops and practices shall be made in Section II, for those crops and practices for which shares are not entered in Section I and for which shares will be needed in computing payments and deductions for the farm.

Columns (B), (C), and (D). - The total acreage of all fields of each crop should be entered on one line in column (B) unless one person on the farm has a different share in one field of the crop than in another field of the crop. In such cases, it will be necessary to report each field of the crop separately, in order that the division of the crop in each field may be shown in columns (E), (F), and (G). All truck crops may be considered as one crop for the purposes of making entries in column (B). Each war crop should be considered as a separate crop.

The name of each crop and any necessary description of the crop should be entered in column (G); for example, soybeans for grain.

Entries for production practices should be made on lines which have not been used for reporting crop acreages. The total of each separate practice should be entered in column (D) on one line, unless one person on the farm has a different share in one part of the practice than he has in another part of the practice. In such cases it will be necessary to report each part of the practice separately, in order that the proper shares may be shown in columns (E), (F), and (G). Where necessary the unit of measurement used in entering the extent of the practice should be shown, for example, 1450 cu.ft., 500 lbs., 3.5 tons.



The name of each practice and any necessary description should be entered in column (C); for example, sweet clover plowed under, 18% superphosphate on new seeding of red clover, alfalfa harvested for seed. The description of any practice should be sufficiently complete to identify the practice and should include all information needed to compute the payment for the practice. Particular attention should be given to those practices where the payment is limited or the payment rate varies depending on the methods used, the type of material used, or other specifications for the practice.

If the farmer has reported linear measurements or other information to be used in determining acreages of crops or the extent of practices, such measurements or information should be attached to the performance report or included in Section IV.

If the county committee thinks it desirable, the community committeeman should check such engineering practices as dams, to insure full compliance with the specifications. The community committeeman should base his approval of such practices as summer fallow, weed control, etc., upon his observation or knowledge of these operations on the farms in his community throughout the season.

The community committeemen may require the farmer to present sales slips, weight tickets or such other evidence as the county committee thinks necessary, to establish the extent of practices which are measured in units of weight.

Columns (E), (F), and (G). - The shares for each field of corn, wheat, cotton, tobacco, truck crops, or Irish potatoes, or for each production practice, should be entered in columns (E), (F), and (G) if shares for such crops or for practices cannot be entered in Section I in accordance with the instructions for making such entries in Section I. There should be entered in the headings of columns (E), (F), (G), the initials of the persons for whom entries are to be made in such columns.

Section III. - The farm operator will sign ACP-137 after he is satisfied that the form has been properly prepared. The community committeeman will sign ACP-137 and enter the date when the form has been completed unless he has reason to believe that the information shown thereon is not reasonably accurate and complete.

Section IV. - Enter in Section IV any information concerning the general operation of the farm which would affect payments. Specific reference should be made to the following items where applicable. In most cases, information to be reported in Section IV will be brought out by the farmer's report or through discussion with the farmer.

Additional Practices to be Carried Out. - Enter "Yes" or "No" to the questions in regard to additional practices to be carried out. If additional practices are to be carried out, ACP-137 should be kept by the community committeeman until the additional practices are carried out unless it is evident that sufficient practices have been carried out to earn the full production practice allowance for the farm and that the additional practices will not change the division of the production practice payment.



Failure to achieve 90% of War Crop Goal. - If it appears that the acreage of war crops on the farm is less than 90% of the war crop goal, indicate whether the planting of war crops was affected by abnormal weather conditions, unless the county is one in which the county committee has determined that the planting of war crops on all farms in the county was affected by abnormal weather conditions.

Acreages of Crops Reduced. - If any crop with respect to which payment may be made is not grown or the acreage of such crop is substantially reduced because of flood, drought, or other uncontrollable natural cause, enter the name of the crop; the reason for failing to grow the crop, and the percentage division of the crop which would have been made if the acreage of the crop had not been reduced.

Changes in Leases and Reduction in Tenants and Sharecroppers. - If the 1943 lease differs from the 1942 lease, or there has been a reduction in tenants or sharecroppers from the 1940-42 average on the farm, and either the change in the lease or the reduction in tenants or sharecroppers would increase the landlord's proportion of the payment, indicate such changes and the reasons for the changes.

Failure to Maintain Practices. - If practices carried out under previous programs are not maintained in accordance with good farming practice, indicate such fact and enter the names and extent of the practices which were not maintained and the names of the persons responsible for the failure to maintain the practices.

Double-cropping Truck Crops. - If normal multiple cropping with respect to truck crops is not carried out, indicate such fact if the farm would otherwise be eligible for a truck crop payment.

Failure to prevent Wind and Water Erosion, and breaking out Permanent Vegetative Cover (semi-arid area). - If recommended measures for the prevention of wind and water erosion were not adopted, or if native sod or other land with a permanent vegetative cover was broken out without the approval of the county committee, indicate such fact and enter the extent and the names of the persons responsible therefor.

Practices tending to defeat the purposes of the Program. - If any person on the farm has adopted any practice or device which would have the effect of depriving any other person of his payment under the program, or which would in any other way tend to defeat the purposes of the program, indicate such fact and enter a full explanation of the practice or device.

C. Returning Forms to County Office. - Forms ACP-137 and SB-702 should be returned to the county office as soon as they are completed. The farm maps and farm plans should be returned to the county office with Forms ACP-137 or SB-702, or may be returned sooner if the Forms ACP-137 or SB-702 are being held only for additional practice information.



### Section III. - County Office Instructions

A. Notifying Farmers of Method of Reporting Performance. - Farm operators shall be notified of their responsibility in connection with the determination of performance under the 1943 Program. This notice should tell the farmer what to report, how and when the report should be made, and to whom the report should be made. This notice should be sent to the operator of each farm for which an NCR-703 was signed. The following type of letter may be used:

"Dear Sir:

"Because of the shortage of labor, tires, and gasoline, and the need to reduce the expenses of the county association, community committeemen will not visit farms to obtain the information about crops and production practices, which is needed under the 1943 AAA Farm Program, as they have in the past. Instead, farmers cooperating in the program are being requested to furnish this information to their community committeemen.

"In order that you may be able to furnish the information that is needed to indicate the extent to which you have reached your goals, and to compute your payment, you should determine the acreages of each crop grown and the amount of each production practice carried out on your farm.

"You may use the attached form to list your crops and practices so that you will have them when you make your report to your community committeeman. You will find the acreages for most of your fields on your farm map. If you do not have a map and do not know the acreages of some fields, you should determine the acreages, using any reasonably accurate method which you are accustomed to using in determining acreages.

"Your community committeeman will let you know when and where you should make your report. (The time and place may be inserted in this letter if known before the letter is mailed.)

"Although each farm report must be approved by the local community committeeman, and a number of the farms will be checked by the county committee, the responsibility for reporting crops and practices accurately is being placed entirely on the farmer. We request your cooperation in making this method of performance checking successful.

Very truly yours,

\_\_\_\_\_  
Chairman

\_\_\_\_\_  
County Agricultural Conservation Association



# 1942 PRODUCTION RECORD

6-A

Owner \_\_\_\_\_

Address \_\_\_\_\_

Farm Number \_\_\_\_\_

Tenant \_\_\_\_\_

Address \_\_\_\_\_

Township \_\_\_\_\_  
County \_\_\_\_\_

## CROP PRODUCTION REPORT

Name of Crop	Acres
Corn	
Wheat	
Oats	
Rye	
Soy Beans	
Barley	
Mixed Grain	
Potatoes	
Commercial Veg.	
Sugar Beets	

## PRODUCTION PRACTICE REPORT

1. Fertilizer (give analysis) \_\_\_\_\_
2. Lime \_\_\_\_\_
3. Mulching Materials \_\_\_\_\_
4. Partial Pasture Seedings \_\_\_\_\_
5. Mowing Pastures \_\_\_\_\_
6. Discing Pastures \_\_\_\_\_
7. Dams for Livestock Water \_\_\_\_\_
8. Green Manure Crops \_\_\_\_\_
9. Green Manure Spring Seedings \_\_\_\_\_
10. Winter Cover \_\_\_\_\_
11. Go Down Crops \_\_\_\_\_
12. Terraces and Diversion Ditches \_\_\_\_\_
13. Strip Cropping \_\_\_\_\_
14. Contouring Intertilled Crops \_\_\_\_\_
15. Contour Seedings \_\_\_\_\_
16. Contour Orchard Plantings \_\_\_\_\_
17. Dams for Erosion Control \_\_\_\_\_
18. Permanent Sod Waterways \_\_\_\_\_
19. Waterway Dams \_\_\_\_\_
20. Rip-Rapping \_\_\_\_\_
21. Tree Planting \_\_\_\_\_
22. Tree Maintenance \_\_\_\_\_
23. Timber Improvement \_\_\_\_\_
24. Weed Control \_\_\_\_\_
25. Harvesting Hayseed \_\_\_\_\_
26. Home Gardens \_\_\_\_\_
27. Apple Tree Removal \_\_\_\_\_

NOTE: This suggested form should be mimeographed in the county office. Additions, deletions of items not applicable and changes should be made to suit the farm practices in your county.



B. Preparing Forms ACP-137 for submission to Community Committeeman. - Clerical assistants in the county office will prepare performance reports by typing or by making entries in red in accordance with the following instructions:

1. Farms for which Performance Reports will be Prepared. - Forms ACP-137 will be prepared for the following farms:

- (a) All farms for which an NCR-703 was signed
- (b) All farms in which a person has an interest, if such person has an interest in a farm for which an NCR-703 was signed
- (c) All farms which are subject to marketing quotas

Form SB-702 will be prepared for all farms on which sugar beets are planted.

2. Entries to be made on Performance Reports. - Enter the State and county code and farm number, the size of the farm, and the acres of cropland in the farm. Enter in Section I, Columns (a) and (b), the name and address, and relation to the farm of each person sharing in the crops with respect to which payments or deductions will be computed or contributing to the production practices, if such information is available in the county office.

If an ACP-64 has been submitted for the farm requesting that conservation materials be furnished in lieu of all payments under the agricultural conservation program, enter across the top of the performance report, the words, "All ACP Payments in Materials."

3. Forms to accompany Performance Reports. - Farm maps, farm plans, and any other material needed by the community committeeman in completing the performance reports should be furnished to them with the performance reports. Forms SB-702 for sugar beet farms should also be given to the community committeeman with the performance reports.

C. Instructing Community Committeemen. - Community committeemen should be called to the county office and given instructions concerning the forms and the methods to be used in determining performance. The partly prepared performance reports and related material may be given to the community committeemen at the meeting.

D. Checking completed Performance Reports. - As performance reports are returned to the county office, they should be checked to see if they have been properly prepared. Community committeemen should be advised of any consistent errors they have made and of any ways in which they might improve the quality of their work.

If linear measurements, or other information from which the acreages of certain fields or the extent of certain practices can be determined, has been furnished, the acreages of the fields and the extent of the practices should be determined and entered on the performance report.



The information with respect to production practices on the performance reports must be sufficiently complete to identify the practice and to permit of the computation of the payment for the practice in accordance with the specifications in NCR-701.

Particular attention should be given to remarks made by the community committeemen in Section IV of the performance reports. Those remarks dealing with changes in leasing agreements, reduction in tenants or share-croppers, failure to maintain practices or other matters which would affect the payment, should be referred to the county committee.

If the farm was not operated in 1943, enter the word "Idle" beneath the title of performance report. A farm will be considered as operated if an acreage equal to one-half of the sum of the special crop allotments is devoted to one or more of the following crops or uses:

1. Seeded to a crop for harvest in 1943
2. A crop (other than wild hay) is harvested in 1943
3. Summer fallowed in 1943
4. Devoted in 1943 to seeded legumes or grasses (Other than those seeded in the fall of 1943)
5. Seeded to small grains to be pastured in 1943 (other than these seeded in the fall of 1943)

A farm which does not meet these requirements will be considered as operated if the failure to meet the requirements was due to abnormal weather conditions or other causes beyond the control of the operator.

E. Preparation of the Supplement to the Farm Report, NCR-617b. - NCR-617b shall be prepared for crops for which a payment or deduction will be computed or for production practices, if percentage shares for such crops and for production practices have not been entered in Section I of the performance report in accordance with the instructions in Section II of this procedure.

In preparing NCR-617b the instructions contained in NCR-615 should be followed. The percentage shares computed on NCR-617b should be transferred to Section I of the performance report.

F. County Committee supervision. - The county committee will supervise the performance work to the extent necessary to determine that the work is being done in an acceptable manner. This supervision may include the spot checking of some farms, if necessary. A record shall be kept of any farms spot checked.

G. Transferring Performance Data to Computation Sheets. - Performance data needed in computing payments and deductions will be transferred from the performance reports to NCR-725, Computation Sheet and Application for Payment, in accordance with instructions contained in NCR-723.



